

Retention and Classification Report

Agency: Department of Workforce Services. Logan Employment Center
(2880)
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Logan, UT 84321
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Records Officer

21789	Check issuance case files
11568	Client case files
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27278	Employment case management files
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07206	Home energy assistance target program files
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11569	Self-sufficiency/child care eligibility case files
21791	Voided medical cards

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21789

3

TITLE: Check issuance case files

DATES: 1997-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21789

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 11568

3

TITLE: Client case files

DATES: None

ARRANGEMENT: Chronological, thereunder alphabetical by client last name

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 12/16/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 11568

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 18584

3

TITLE: Closed day care case files

DATES: 1986-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 04/16/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 18584

TITLE: Closed day care case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 27278

1

TITLE: Employment case management files

DATES: 1998-

ARRANGEMENT: Chronological by year, thereunder alphabetical by client surname.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 7 years after case closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1998 through 2007. Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Digital image: For records beginning in 2005 and continuing to the present. Retain in Office for 7 years after case closes and then delete.

APPRAISAL:

Administrative Fiscal

These records have administrative and fiscal value as they document the counseling assistance given to clients and the funding provided through the various employment programs.

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 27278

TITLE: Employment case management files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a),(b),and (h); and 2(d) 2009

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21790

3

TITLE: Food stamp case files

DATES: 1997-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21790

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 7206

3

TITLE: Home energy assistance target program files

DATES: 1981-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document verifications for home energy assistance. The Department of Human Services, Office of Family Support, gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families that have special medical expenses; and fourth, families that have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, and salary and employment information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the agency. This retention covers the time frame for conducting audits.

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 7206

TITLE: Home energy assistance target program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21788

3

TITLE: Medical excess payment records

DATES: 1997-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Workforce Services, is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21788

TITLE: Medical excess payment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 11569

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: undated

ARRANGEMENT: Alphabetical by client last name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used to monitor Family Support client cases and their progress. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 12/16/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 11569

TITLE: Self-sufficiency/child care eligibility case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21791

3

TITLE: Voided medical cards

DATES: 1997-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services, when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Logan Employment Center

SERIES: 21791

TITLE: Voided medical cards

(continued)

PRIMARY CLASSIFICATION:

Private